

## **PARK SUPERINTENDENT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position involving responsibility for construction projects, year-round maintenance and repair of all park grounds, facilities and equipment for a municipality. In addition, the position may be responsible for scheduling the use of recreational facilities. Work is performed under the general supervision of the Commissioner of Public Works or municipal board with leeway allowed for the exercise of independent judgement and initiative to correct problems related to parks maintenance and operation. Supervision is exercised over subordinate staff. An employee in this class may be required to work hours other than in the normal workweek and may be required to drive to the various park locations.

### **TYPICAL WORK ACTIVITIES:**

1. Assists Commissioner, Director or municipal board in planning construction and capital improvement projects at the park;
2. Develops schedules and procedures and supervises the maintenance and repair of park buildings, equipment and vehicles;
3. Oversees the grounds maintenance programs including seasonal care of trees, shrubs and flowers and ground preparation for lawn rejuvenation, planting and fertilization activities;
4. Oversees the renovation and maintenance of sidewalks, roads, picnic, beach and recreational fields or areas;
5. Oversees the cleaning and repair to asphalt and dirt roads;
6. Oversees the ice and snow removal activities on roads, parking lots and walkways;
7. Prepares financial reports and prepares budget for maintenance operations;
8. Oversees the maintenance of records of park monies received;
9. Requisitions supplies, materials and equipment and writes specifications and bid documents when necessary;
10. Performs time and attendance functions, performance evaluations, interviews, hiring recommendations and handles discipline problems;
11. Prepares accident, inventory and maintenance reports;
12. Assists other municipalities upon request concerning recreational grounds maintenance;
13. May oversee the seasonal recreational staff;
14. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; thorough knowledge of methods, materials, tools and equipment used in the maintenance of grounds and recreation areas; thorough knowledge of road and sidewalk repair and maintenance; thorough knowledge of water and sewer drainage systems repair and maintenance; good knowledge of construction trades in order to coordinate building projects; good knowledge of heavy equipment repair and maintenance; good knowledge of recreational equipment repair and maintenance; good knowledge of financial records maintenance and budgeting practices and procedures in a municipal setting; ability to plan, oversee and evaluate maintenance projects; ability to coordinate and supervise the work of others; ability to read and understand diagrams and blueprints; ability to develop material and cost specifications and bid documents; ability to establish and maintain effective working relationships with employees and contacts; mechanical aptitude; dependability; initiative; good judgement; physical condition commensurate with the demands of the position.

**PARK SUPERINTENDENT** (Cont'd)

**MINIMUM QUALIFICATIONS:**

High school graduation or its equivalency diploma AND:

- EITHER:        (A)     Six (6) years of paid work experience in park maintenance, which included grounds, recreational facilities and buildings repair and maintenance; two (2) years of which included supervisory responsibility;
- OR:                (B)     Any equivalent combination of training and experience sufficient to indicate ability to perform the duties of the position.

**SPECIAL REQUIREMENT:**

Possession of valid New York State Motor Vehicle Operators License at time of appointment. The County of Dutchess requires possession of a Class A Commercial Drivers License at time of appointment

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ADOPTED:    04/11/79

REVISED:	01/01/83	01/01/85	07/01/91	03/23/93	04/15/93
	10/12/93	12/10/96			